



## Office of the Missouri State Auditor Career Opportunity

<b><u>POSITION TITLE:</u></b>	Communications Coordinator
<b><u>LOCATION:</u></b>	Jefferson City, MO
<b><u>SALARY:</u></b>	\$40,000 - \$60,000 annually
<b><u>CLOSING DATE:</u></b>	January 13, 2023

The Missouri State Auditor's Office is seeking a **Communications Professional** whose primary purpose is to perform communication tasks related to the development of social media content, news releases, and other information for internal and external audiences. The position will perform other work as assigned in support of the State Auditor's Office.

### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

*This description may not include all of the duties, knowledge, skills, or abilities associated with this position.*

- Generate, edit, and publish social media content, including graphics.
- Write news releases about office activities, audit announcements, and report releases.
- Assist with researching and preparing speeches and talking points.
- Track social media analytics. Develop and implement social media strategies.
- Develop handouts, posters, brochures, and displays.
- Assist with media monitoring and tracking.
- Make edits to website as directed.
- May require occasional statewide travel.
- Experience with video editing is a plus.

### **JOB KNOWLEDGE, SKILLS, AND ABILITY:**

- Ability to present ideas clearly and concisely, both orally and in writing, and a demonstrated ability to quickly comprehend and utilize new concepts and strategies.
- Ability to work harmoniously and productively communicate with the public and with SAO staff.
- Ability to effectively manage multiple priorities on a concurrent basis.
- Ability to accept increasing responsibilities and to reach for additional responsibilities when appropriate.
- Experience with Adobe Creative Suite preferred.

### **QUALIFICATIONS:**

- Graduation from an accredited college or university with a bachelor's degree or higher in communications, public relations, marketing, English, or a closely related field.
- Applicants must submit writing samples and/or a portfolio of recent work.

### **APPLICATION PROCESS:**

*In order to be considered for this position, please submit employment application, cover letter, resume, writing sample, copy of transcripts, and contact information for three professional references to:*

Office of the Missouri State Auditor  
ATTN: Human Resources  
P.O. Box 869  
Jefferson City, MO 65102  
Fax: (573) 751-7984

Email: [recruiter@auditor.mo.gov](mailto:recruiter@auditor.mo.gov)

*Applications will not be considered until all documents have been received.*

*Employment Application can be located on our website at: [auditor.mo.gov](http://auditor.mo.gov)*